



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

ASSOCIATE ACCOUNTING ANALYST

\$4,619 - \$5,616

ACCOUNTING SERVICES BUREAU

SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator I (Supervisor) in the Accounts Payable and Contract Payment Section, this position is responsible for the coordination, development, analysis and maintenance of various revenue accounts for the. Incumbent performs expenditure analysis and projection for the bureau. Incumbent also acts as the departmental liaison between Victim Compensation and Government Claims Board and the department. Specific duties include, but are not limited to:

- Analyzes and maintains accounting controls of the revenue accounts.
- Monitors the fund balances and analyzes the appropriateness of transactions.
- Coordinates and works independently with program managers on gathering and calculating accurate revenue collection and distributions.
- Analyzes bureau's invoices, and makes recommendations to the bureau chief for payments.
- Actively participates with bureau managers in decision and policy-making related to the bureau's budget and spending policy.
- Serves as departmental liaison between Victim Compensation and Government Claims Board and departmental chiefs and managers.
- Independently analyzes legislation, Management memos, and any state regulations that may impact the accounting payment process.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience in State accounting principles, methods, and procedures.
- Knowledge of the principles and practices of CALSTARS.
- Knowledge of general government accounting, budgeting, and fiscal control method; and
- Excellent oral, written and analytical skills.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Accounting Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Associate Accounting Analyst, #413-192-4588-004" on the State application.** For additional information, please call (916) 492-3351 or e-mail Tina.Brown@insurance.ca.gov.

FINAL FILING DATE: December 31, 2012 – Close of Business (5:00 p.m.)

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

12/13/10LS

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
